



CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/H"

DCSE Manual Transmittal
Letter No. 236
January 16, 1990

TO: Staff, Division of Child Support Enforcement

SUBJECT: Revised Non-AFDC Application (Form CS-33), Non-AFDC Services Fact Sheet (Form CS-37), and Their Procedural Instructions; Policy Change Concerning the Non-AFDC Tax Intercept Fee

The CS-33, previously named the Absent Parent (AP) Fact and Information Sheet for Non-AFDC Services, has been renamed and revised to include information that is needed for the data base of the new automated system. The following changes have been made to the CS-33:

- space has been provided to show when a fee is paid or received;
- parental kidnapping and locate only have been added to the list of services;
- space has been added to show the date the absent parent last lived at the address if only the absent parent's previous address is known;
- specific race categories have been listed for the absent parent, client, and child(ren);
- space has been added to show the client's relationship to the child(ren); and
- space has been added to show the client's work telephone number.

Also, the CS-33 has been revised to include the information provided on the Identification Information on the Absent Parent (AFDC and Non-AFDC) (Form PA-125, Supplement A) and the Information on Court Actions (AFDC and Non-AFDC) (Form PA-125, Supplement B). When non-AFDC services are requested, it will no longer be necessary to include the PA-125, Supplements A and B, in the non-AFDC packet.

This information is to be cross-referenced with Subsection 30.030.

The revised CS-33 will be available from the supply center in approximately six weeks. The CS-33 dated 4/86 is to be recycled or destroyed. An unnumbered version of the CS-33 is attached for use in the interim.

Existing supplies of the PA-125, Supplement A, dated 6/83 and the PA-125, Supplement B, dated 12/82 may be given to the local IV-A office for their use.

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The Child Support (IV-D) Manual of Forms is to be updated according to the following instructions.



MAXINE STRICKER, DIRECTOR
DIVISION OF CHILD SUPPORT ENFORCEMENT

Instructions for Manual Maintenance

Remove

Absent Parent (AP) Fact and
Information Sheet for Non-
AFDC Services (Form CS-33)
(Rev. 4/86) and Procedural
Instructions (4/1/86)

Non-AFDC Cover Letter
(Form CS-37) (Rev. 4/86) and
Procedural Instructions (4/1/86)

Non-AFDC Application Letter
(Form CS-38) (Rev. 9/86) and
Procedural Instructions (9/1/86)

Non-AFDC Intercept Letter
(Form CS-93) (Rev. 11/87) and
Procedural Instructions (3/16/87)

Pen and Ink Change

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Page 1 - Change "Absent Parent (AP) Fact and Information
Sheet for Non-AFDC Services----CS-33" to "Non-AFDC
Application----CS-33."

Page 1 - Change "Non-AFDC Cover Letter----CS-37" to "Non-AFDC
IV-D Services Fact Sheet----CS-37."

Page 1 - Delete "Non-AFDC Application Fee Letter----CS-38."

Page 2 - Delete "Non-AFDC Intercept Letter----CS-93."